



STATE OF CONNECTICUT

OFFICE OF EARLY CHILDHOOD



Connecticut Office of
Early Childhood

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Commissioner

Connecticut Administered State-Funded Program General Policy D-02

- ☒ OEC Child Day Care Contractors
- ☐ OEC Competitive School Readiness Municipalities
- ☐ OEC Priority School Readiness Districts
- ☐ State Head Start
- ☐ Smart Start

TO: Child Day Care Contractors

FROM: Harriet Feldlaufer, Director
Division of Early Care and Education
Office of Early Childhood

SUBJECT: Contractor and Subcontractor Responsibilities

Contractor Responsibilities

The Child Day Care (CDC) Contract template reads, “The Contractor warrants and agrees that during the term of this contract, it shall monitor or cause to be monitored for compliance to the terms or conditions of this contract, any subcontractor herein identified. The Contractor further warrants and agrees that monitoring of said subcontractors will be performed based upon a monitor plan submitted to and approved by the Agency.”

Per this contract provision, the CDC Contractor is the entity responsible for ensuring the provisions and requirements of the CDC contract and all relevant policies are met by the Contractor and by any subcontractors.

This includes requirements and policies related to, but not limited to, the following:

- Accreditation or approval systems related to program quality (e.g. National Association for the Education of Young Children accreditation or Head Start approval)
- Reporting requirements, including monthly reports, participation in the Professional Registry, PKIS or the Early Childhood Information System
- Enrollment and eligibility of families
- Implementation of the fee schedule
- Dates and hours of operation

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- Meeting staff qualification requirements for state funded centers

In addition, it is strongly encouraged that the contractor executes a signed subcontractor agreement with each subcontractor. If such an agreement(s) exists a copy should be provided to the Office of Early Childhood.

Reporting Requirements: CDC Contractors must submit an *OEC Subcontractor Monitoring Plan Form* signed by the approved signatory for the contractor. This form will be reviewed by the OEC. Once a plan is approved, it will be signed and returned to the CDC Contractor

Subcontractor Responsibilities

Subcontractors must comply with all provisions of the CDC contract and must report directly to the CDC Contractor regarding meeting policy and reporting requirements as outlined in the approved subcontractor monitoring plan. The subcontractor is responsible for complying with the procedures outlined in the approved subcontractor monitoring plan.

For further information concerning this GENERAL POLICY please contact:

CHILD DAY CARE
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